

Telephone Use

Desktop

- Use of Lab phones for brief personal calls is permitted for emergencies and to coordinate work activities with family members or others who can only be reached during work hours. These calls are treated as official and paid for by the Lab. Any personal calls not falling into this category should be reimbursed to the Lab. There are pay phones throughout the Lab.
- Limit personal use

Cell Phones

- Users must review their invoices monthly, identify personal calls and make checks to the UC Regents for the total amount of personal calls
- Wait until your personal calls exceed a total of \$25.00 before reimbursing the UC Regents
- Personal use allowed, but all charges must be reimbursed

Travel

- All requests for travel must be signed by appropriate Program Head BEFORE the trip occurs
- A trip number must be obtained before Travel will book the trip
- All expense vouchers must be signed by the appropriate Program Head when travel is complete
- Obtain authorization PRIOR to travel

For a complete description of these and all other policies, please refer to the LBNL RPM at <http://www.lbl.gov/Workplace/RPM/>, or contact Maryann Villavert, ESD Business Manager, 510/486-7357, mvillavert@lbl.gov



e-PRO

(Procurement, Payable, Receivables, PRP)

- Used for any purchase other than ProCard
- Carries a burden and overhead totaling 8.41%
- Submitted electronically by a requisition preparer
- All requests and authorizations are now electronic
- Obtain appropriate (PI or supervisor) approval PRIOR to purchase

Request for Issuance of Check

(formerly "petty cash")

- Should be used only when no other means of procurement is available
- Carries 45% overhead burden on each request
- Obtain appropriate (PI or supervisor) approval PRIOR to purchase

Property

- All Lab property that carries DOE bar code numbers must be accounted for at all times
- Lab property used at home or any off-site location must be properly signed out prior to leaving the Lab
- You must complete required paperwork BEFORE sending any DOE bar coded lab property to salvage
- Incidental use of certain Lab property such as computers and phones is allowable

Funding

- All PIs are responsible for tracking their funding and spending for accuracy and appropriateness
- Division sends a monthly recap of all projects and their funding/spending levels to date
- Division Budget Officer has budgets for each project available on the Lab financial system. To see your budget go to <http://www-iris.lbl.gov/>
- Make sure only authorized people charge your accounts
- Never overspend your account